

# Plain Language Statement (Respondent)

Melbourne School of Population and Global Health,

Faculty of Medicine, Dentistry & Health Sciences



## CANVAS:

### **Collaborative Networks of the Victorian Mental Health Service System (PILOT)**

**Responsible Researcher:** Dr Colin Gallagher

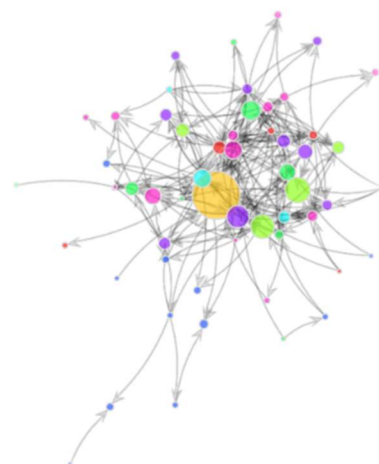
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## Introduction

CANVAS is a **relational service mapping project**. It is a pilot project run in collaboration between the Victorian Collaborative Centre for Mental Health and Wellbeing and the University of Melbourne School of Population and Global Health.

CANVAS focuses on **how services are connected** to each other, and to other sectors. CANVAS uses social network analysis, an approach which emphasises organisation-to-organisation links like the following:

- Referral pathways, service agreements
- Connections to other sectors (e.g., AOD)
- Collaboration in various forms
- Wished-for collaborations



CANVAS is an opportunity for your organisation to systematically map its complex referral pathways and collaborations with other organisations. In doing so, you are also helping the sector as a whole to address Royal Commission findings and recommendations.

*This project **DOES NOT involve** any individual records or data about patients or consumers.*

## How was I chosen? What am I being asked to do?

As a provider of public mental health services, your organisation has been asked to take part in this project. You may have been chosen because you know a lot about your organisation, your service delivery team, and its links both inside and outside your organisation. You will be asked to provide factual information about a service delivery team (or teams) within your organisation. This information can be provided through a web-based data portal.

## How long will this take?

We anticipate that a knowledgeable informant will take **20-25 minutes** to provide information about a single service delivery team. This time may be slightly longer if you are answering about several service delivery teams. Where possible, we have pre-populated information using publicly available sources; please view all pre-populated information and make any corrections that are needed.

*Please answer to the best of your ability. Almost all questions are **factual** in nature. Feel free to work **from memory**. Consulting others or with documentation is entirely **optional**.*

## Do I have to participate?

From the perspective of the research team, your participation is voluntary. You can refuse to participate. You may also refuse to answer certain questions. No explanation will be necessary. You may also withdraw consent at a later time and at your request we will delete any unprocessed records from our research. We will not explicitly report back to your organisation about your participation.

However, please be aware of your organisation's expectations around participation. You are receiving this request because your organisation has provided its consent to participate, and nominated you to help. Please note that some of your responses (or non-responses) will be viewable to the organisation. If you are concerned about participating, we encourage you discuss this with the person who delegated this task to you, and/or your immediate supervisor.

## What if I'm not sure about my responses?

If you are unsure about the answers to some questions, we encourage you to consult with coworkers wherever possible. However, if this is not feasible please answer the question to the best of your ability. You will have the opportunity to tell us your level of confidence in your responses. If you don't feel capable of providing answers at all, we encourage you to contact the person who delegated this task to you, and/or your immediate supervisor.

## Will the data be confidential?

Certain organisational and network data from the project will be shared confidentially with the Collaborative Centre and agencies within the State and Commonwealth governments, who will use the data to understand the structure of the mental health service system, its connection to other sectors, and to design system improvements. This includes the following:

**Research and knowledge translation.** The research team will share findings publicly through the release of reports, scholarly publications, conference presentations, and knowledge translation tools.

**Knowledge sharing events and workshops.** The Collaborative Centre aims to host a knowledge sharing events and workshops that will seek to gain insight into how sector partners interpret the data, and how they think it should be used to boost collaboration.

**Future use in service mapping.** The information you provide may be linked confidentially to potential future phases of this project, as well as other service mapping projects of a similar nature conducted by members of the research team. This may include mappings of other public sectors, in which connection with the mental health system is a key focus. You will be kept informed of the future uses.

**De-identified data for research.** The public outputs of this pilot project will not use organisations' names (de-identified data). Network maps, results tables, and other summaries of the data will be obscured in a way that will make re-identification of the data very difficult.

**Confidential information.** A small amount of identifiable information about individuals will be collected from each employee respondent, including contact details and job title. This personal information will be kept strictly confidential by the research team.

## What are the risks and benefits of participating?

**Risks.** For the individuals completing the survey, there is little risk. We are mostly asking you for factual information about your service with the consent of your organisation; you won't be asked

about sensitive personal viewpoints. We are asking you for your time and effort, which may be inconvenient.

Please note that participation may be visible to others within your organisation who have delegated this task to you. Please be aware of your organisation's expectations regarding this exercise. If you have any concerns about this, we encourage you to contact your supervisor or the person who delegated this task to you.

**Benefits.** By providing your information, you help us to create an accurate image of the service system, and in turn help us develop better programs and interventions. Collecting network information in a central source may also be helpful to your team and your organisation by providing it with a single comprehensive dataset of your organisation's referral pathways and collaborative connections.

### How do I participate?

Please log in using the details in the email provided and follow the prompts.

### Who is funding this project?

This project is wholly funded by the Victorian Collaborative Centre for Mental Health and Wellbeing.

### Will I hear about the results of this project?

If you agree to being contacted by the Collaborative Centre about the results, you will receive periodic emails about the release of research reports and other resources. Notice of these outputs will also be posted on the Collaborative Centre's website. Wherever possible, this notice will include the output itself.

### Is there any potential conflict of interest?

A potential conflict of interest could arise for one external investigator on this project who holds a dual role, as both a Co-CEO of the Victorian Collaborative Centre for Mental Health and Wellbeing and also a faculty member of the University of Melbourne. We have and will embed appropriate steps into all of our decision making, management, and project supervision processes to manage this potential. Specifically, this investigator's role in this project is strictly in their capacity as Co-CEO of the Collaborative Centre.

### Who can I contact if I have any concerns about the project?

This project has human research ethics approval from The University of Melbourne [29919]. If you have any concerns or complaints about the conduct of this research project, which you do not wish to discuss with the research team, you should contact the Research Integrity Administrator, Office of Research Ethics and Integrity, University of Melbourne, VIC 3010. Tel: +61 3 8344 1376 or Email: [research-integrity@unimelb.edu.au](mailto:research-integrity@unimelb.edu.au). All complaints will be treated confidentially. In any correspondence please provide the name of the research team and/or the name or ethics ID number of the research project.

### Where can I get more information?

If you would like more information about the project, please contact [canvas-project@unimelb.edu.au](mailto:canvas-project@unimelb.edu.au) or Colin Gallagher ([colin.gallagher@unimelb.edu.au](mailto:colin.gallagher@unimelb.edu.au)).

### Additional Researchers:

Dr Tegan Podubinski; Email: [tegan.podubinski@unimelb.edu.au](mailto:tegan.podubinski@unimelb.edu.au); Ms Robyn Molyneaux; Prof Phillippa Pattison; Prof Garry Robins; Dr James Coutinho; Dr Dan Chamberlain; Dr Daniel Russo-Batterham; Ms Robyn McNeil; Dr Emily Hanscamp; Dr Katie Jones; Prof Sarah Wilson